

## Introduction

### Manual Conventions

Throughout this reference manual, there are many directions given to work through scenarios and examples. The directions are given in the following formats:

- < As new terms are introduced, they appear in quotes (e.g. “highlight”, “maximize”).
- < When you are directed to use a key that is on the keyboard, it is shown in **bold** (e.g. **Enter**, **Tab**).
- < Buttons that are part of a screen are shown in **bold** and in **[Brackets]** (e.g. **[Cancel]**, **[OK]**).
- < Screen names are in bold and italics (e.g. ***Local Report Queue***, ***Voter Registration***).
- < Names of data entry fields are shown underlined (e.g. Last Name, County).
- < Always use the left mouse button when instructed to **click** on the mouse, unless noted.
- < To enter text into a data entry field, a blinking cursor must be in that field. To change the location of the cursor either tab to the next field by pressing the **Tab** key, or move the pointer to the desired location and click on the mouse once.

### Common Terms

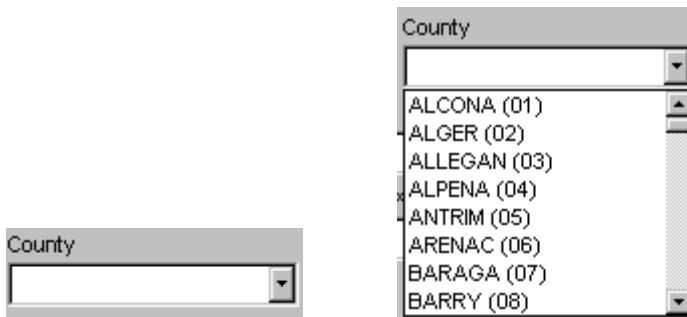
**Button:** Buttons allow you to perform a function. The function is indicated on the button.



**Check Box:** Check Boxes allow the user to select one or multiple options.

- ☒ Print Front
- ☒ Print Back

**Drop Down List:** A drop down list is a field that provides you choices. The choices are shown when you click on the arrow on the right side of the field.



**Enabled/Disabled:** Enabled objects are colored and allow you to enter data or click on them (Pr. Search). Disabled objects are gray and do not allow you to enter data or click on them (Save).



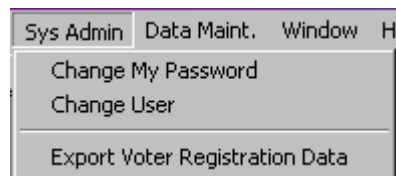
**Grid:** Grids display information on a screen in a table like format.

County ▲1	Jurisdiction ▲2	Name ▲3	TR. Date	V
ALCONA	ALCONA TOWNSHIP	LALONDE, DAWN		N
ALCONA	ALL	TRUMAN, PATTI		N
ALCONA	CALEDONIA TOWNSHIP	TIMM, HELEN		N
ALCONA	CURTIS TOWNSHIP	KAROLY, GWEN		N

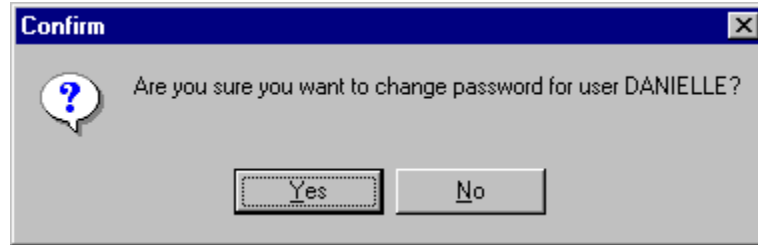
**Highlighting:** Highlighting selects a piece of data. When data is selected, the text colors invert, white becomes dark and dark becomes white.

The Voter Registration - Districts screen contains districting information for a voter.

**Menu:** A Menu displays a list of functions that will take you to a new screen.



**Message Box:** A message box is used to ask a question or to relay information.



Radio Buttons: Radio buttons allow the user to select only one option.



Required Fields: A required field is a field that needs a value before the screen can be saved. Required fields in the QVF are indicated by a pointing hand.

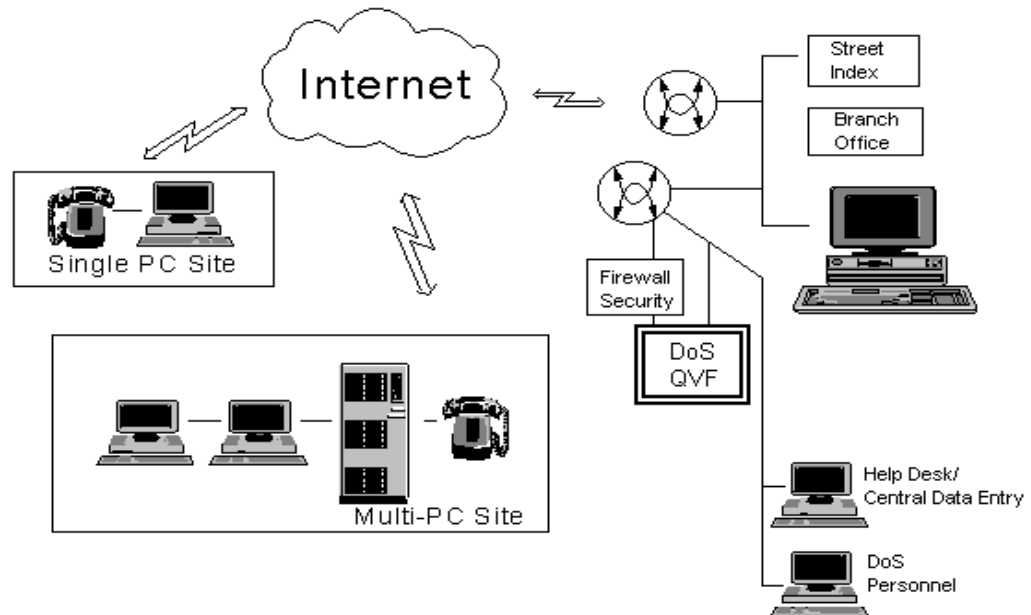


Tab: Think of a tab as something similar to tabs on paper file folders. Tabs separate information into groups. If you want information on a particular group, click on the tab and the information will be displayed.



## Introduction to the Qualified Voter File

Welcome to the Qualified Voter File (QVF). The QVF is the application that has been designed and developed to assist you in registering voters, maintaining voter records and a variety of additional election related tasks. The QVF is an interactive system that allows voter registration information and transactions to be shared between local jurisdictions and the Department of State.



Local users may be assigned a variety of different security levels that allow varying degrees of access to data files. The user's access level will determine what functions they will be able to perform. These levels range from read only access to read and write access. For example certain state users have the ability to set up statewide elections and offices; local users do not have this ability. The differences in user levels will be covered in more detail later.

**Starting the QVF and Logging In**

A security feature of the QVF requires the use of a User Name and Password to gain access to the application. An Audit Report is automatically compiled that lists the records to which a worker has made changes.

Actions	Result
On the main Windows desktop double click the QVF icon.	The application starts. What you see on your screen depends on the type of connection you have to the main QVF. Wait until the <i>Michigan Qualified Voter File (LOG001)</i> screen is displayed.
In the <u>User Name</u> field type your assigned user name.  Tab to the next field by pressing the <b>Tab</b> key once.	The cursor moves to the <u>Password</u> field.
In the <u>Password</u> field type your assigned password. Then click once on the <b>[Logon]</b> button or press the <b>Enter</b> key.	The QVF performs a series of setup steps and security checks. As they occur, a message is displayed at the bottom of the screen. When you are logged on, the <i>QVF Main Desktop</i> will display. It is a blank screen with a menu bar across the top.

You are encouraged to change your password periodically, using a combination of letters

and numbers. Do not allow anyone else to use the QVF under your login name. Each user must have their own unique username and password.

The ***QVF Main Desktop*** is the starting point for using the QVF. From here you are able to initiate a number of different tasks. The different screens you will use to initiate and complete these tasks are listed in the menus, which appear across the top of the screen. (e.g. File, Report, Sys Admin).